Introduction to GrantSolutions for Grantees (CDC/ATSDR non-research grantees)
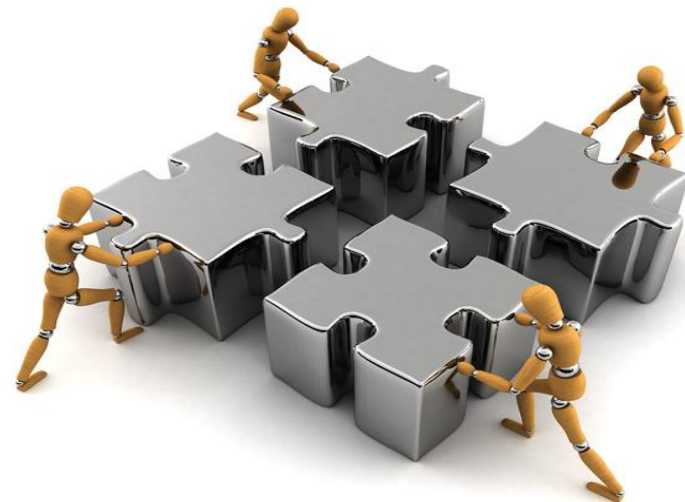
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GrantSolutions Overview
February 7, 2017

Presentation Outline

- **GrantSolutions for Grantees Overview**

- **Training & User Accounts**

- **Communications Resources**

- **Next Steps**

Responsibilities

- **CDC, Office of Financial Resources, GrantSolutions Project Management Office**
  - Provides support for integration questions
  - Turns on user accounts for initial rollout
  - Communicates to CDC staff and grantees about rollout

- **CDC, Office of Financial Resources, Office of Grant Services (OGS)**
  - Provides support for policy and process questions
  - Performs system development, enhancements, operations, and maintenance

GrantSolutions Center of Excellence Responsibilities

- **Facilitates business process changes to maximize efficiency**

- **Maintains user access accounts after initial rollout**

- **GrantSolutions Center of Excellence (COE)**
  - Training videos
  - Technical support through a help desk
  - Performs system development, enhancements, operations, and maintenance

GrantSolutions

- **Designed for non-research grants**

- **Retires older, outdated systems and processes**

- **More consistent with grants processes and service transparency**

- **Centralized system for grantees, program offices, and grants financial staff**

- **Standardized processes across agency for improved efficiency**

- **Faster notification for grant actions and awards**

Grantee Roles

- **Administrative Official (ADO): required**
  - Enters and submits the Federal Financial Reports (FFR)
  - Views, edits, and submits applications/amendments
  - Signs the 424 and authorizes organization's commitment
  - Access to all CDC grants
  - Can have more than one ADO in each agency, but should be registered with Grants.gov
  - The ADO listed on the NOA is considered key personnel
  - Has the most authority

Grantee Roles

- **Principal Investigator / Program Director (PI/PD): required**
  - Initiates, edits, and submits NCC applications and amendments
  - Enters and submits Federal Financial Reports (FFR)
  - Access to assigned cooperative agreements
  - More than one PI/PD per award is allowed, but the PI/PD listed on the NOA is considered key personnel

- **Grantee Financial Official: optional**
  - Views awards
  - Enters and submits Federal Financial Reports (FFR)
  - Access to all CDC grants for the organization
  - Can have more than one per organization

Grantee Benefits

- **Grant award processes are more transparent**
  - Everyone involved in a action can see the status
  - Time and date stamps are on all system actions

- **Grantee correspondence is conducted within the system and is available for historical purposes**

- **System is web-based and accessible from anywhere**

- **Virtual file remains even if there is turnover in staff**

Challenges for Grantees

- **Changing business processes can be confusing**

- **Older technology may impact training**

- **Rolling integration may be experienced as different parts of CDC are scheduled to give access at different times**

- **Research and non-research awards will have two different processes**

Training and User Accounts

Five online GrantSolutions training videos

- Two introduction / getting started videos for post-award actions
    1. Introduction to GrantSolutions for Grantees (10 minutes)
    2. GrantSolutions Post-Award Activities for Grantees (15 minutes)

- Three Federal Financial Reports training videos
    1. Introduction to Federal Financial Reports for Grantees (6 minutes)
    2. Modify Submitted Federal Financial Reports for Grantees (6 minutes)
    3. View the Federal Financial Report for Grantees (2 minutes)

Training and Account Support Materials

- **Frequently asked questions (FAQs) located on the Center of Excellence's support page** home.grantsolutions.gov/home/home/customer-support/

- **Inside the Grants Management Module**
  - Grantee Guide
  - Federal Financial Report Quick Sheets
  - Carryover Amendment Quick Sheets
  - Quick Sheets for Grant Notes
  - Quick Sheets for uploading the SF-425

GrantSolutions Communications Resources

- **Internet:** [GrantSolutions for Grantees](#) is the go-to spot for information

- **GrantSolutions webinars:** Located online as a reference, or to direct fellow grantees to the videos

- **E-mails:** CDC will send periodic e-mails with information and resources before, during and after integration

- **Project Officer or Grants Management Specialist:** reach out directly to your project officer or grants management specialist for programmatic or policy questions

GrantSolutions Assistance Resources

Technical: GrantSolutions Help Desk help@grantsolutions.gov / **1-866-577-0771**
8:00 AM to 6:00 PM EST Monday through Friday (forgotten password, log in error, can't see award)

Programmatic or Policy: Your project officer or grants management specialist listed on the Notice of Award (submission deadlines, Annual Progress Report (APR) content, Federal Financial Report (FFR) content)

Integration: CDC's GrantSolutions Office grantsolutionsinfo@cdc.gov (schedule, who will get an account, roles in the system)

Next Steps

- **Watch the training videos** https://home.grantsolutions.gov/home/grantee-training-videos/

- **Request a user account, if required for your role**

- **Look for GrantSolutions e-mails**

- **Read more on** www.cdc.gov/grants/grantsolutions

Questions?

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

Thank You